



# RICHLAND COUNTY COUNCIL

## ADMINISTRATION AND FINANCE COMMITTEE

Damon Jeter  
District 3

Gwendolyn Kennedy  
District 7

Greg Pearce, Chair  
District 6

Jim Manning  
District 8

Seth Rose  
District 5

*Tuesday, October 25, 2011*  
*6:00 PM*

### Report of Actions

**CALL TO ORDER** Greg Pearce called the meeting to order.

#### APPROVAL OF MINUTES

1. Regular Session: September 27, 2011 – The minutes of the September 27, 2011 committee meeting were approved as submitted.

**ADOPTION OF AGENDA** The agenda was adopted as published.

#### ITEMS FOR ACTION

2. Internal Auditor Engagement - The committee recommended that this item be sent to Council without a recommendation; however, the Committee directed that the following motion be included with the item: 1) Mr. Manning be appointed to the Audit Committee until the citizen appointment is filled 2) Areas of concentration should include Performance and Accountability 3) An RFP sub-committee made of the Chairs of the Rules and Appointments Committee, Economic Development Committee, and Vice Chair of Council will write, post and review all auditor services RFP responses and make selection recommendation to the full Council 4) The selected Auditor will report directly to the full body of Council 5) The Audit Committee will perform audits on the following departments: Administration, Planning, Public Works, Finance, Building Inspection, and Procurement. The vote in favor was unanimous.
3. Action to Make Certain Department Heads with Contractual Responsibilities on At Will Employment Status - The committee deferred this item to its November committee meeting.

- Consent** 4. CDBG Allocation of Funds – The committee recommended that Council approve the allocation and expenditure of CDBG funds for the five designated projects in the amount of \$317,000 and the contingency of completing additional environmental assessments in the event that one of the projects is delayed. The vote in favor was unanimous.
- Consent** 5. AT&T Leased Line Connections- The committee recommended that Council approve the request to continue leasing the lines from AT&T for an amount not to exceed \$243,000. This will allow the county to maintain phones and connectivity to remote sites. The vote in favor was unanimous.
- Consent** 6. Microsoft Licensing-Countywide -The committee recommended that Council approve the request to purchase Microsoft Software Assurance from vendor CompuCom Systems, Inc. on South Carolina State contract in an amount not to exceed \$131,566. The vote in favor was unanimous.
- Consent** 7. FY 11-12 HUD Annual Action Plan Approval – The committee recommended that Council approve the HUD approved FY 11-12 Annual Action Plan in its entirety. The vote in favor was unanimous.
8. Mass Transit Fee: Commercial Vehicles – The committee tabled this item. The vote in favor was unanimous.
- Consent** 9. Criminal Domestic Violence Court Grant Match - The committee recommended that Council approve moving matching funds in the amount of \$24,327 in order to fully fund the Criminal Domestic Violence Grant positions. The vote in favor was unanimous.
- Consent** 10. Hispanic Outreach Grant Match – The committee recommended that Council approve moving matching funds in the amount of \$1,558 in order to fully fund the Hispanic Outreach grant position. The vote in favor was unanimous.
- Consent** 11. Historic Preservation Special Project – The committee recommended that Council approve the request to allocate \$20,000 of RCCC funds for the special project to move and stabilize the cabin at Kensington Manor. The vote in favor was unanimous.
- Consent** 12. Hospitality Tax – Round Two Funding Recommendations - The committee recommended that Council approve the funding recommendations as submitted by the Hospitality Tax Advisory Committee. The vote in favor was unanimous.
- Consent** 13. Hospitality Tax County Promotions Grant Program Changes – The committee recommended that Council approve the recommendations presented by the Hospitality Tax Commission; however, in line with the County Attorney’s recommendation and in order to make the organizations more accountable for funds that are not spent consistently with state law, Council should require each organization that accepts H-Tax funding to enter into an agreement that incorporates the guidelines and state law. In addition, the agreement would include various remedies that the County may pursue if the funds are not spent appropriately. If Council also concurs, staff will develop such an agreement for all future H-Tax awards.

The vote in favor was unanimous.

- Consent** 14. Retention Schedule for Detention Center Records – The committee recommended that Council approve the request to establish retention schedules for housing unit journals and classification files to store the records for five years and then destroy. The vote in favor was unanimous.

Staffed by Randy Cherry